Vivek Rana

(905) 226-2183 | Vivek08rana2002@gmail.com | ePortfolio | GitHub

EDUCATION

Honours Bachelor of Arts in Information Technology   **Graduating May 2024**
York University   Toronto, ON

- Received Continuing Student Scholarship (2021-2022) for strong academic performance (GPA: 7.85/9)

PROFESSIONAL EXPERIENCE

Records and Data Entry Assistant   **June 2023 - Present**
York University   Toronto, ON

- Spearheaded Grant Clinic progression by consistently updating Grant Clinic Excel spreadsheet containing data about participating professors, their grants, and their peer review status
- Automated peer review email process by creating a website that reads the Grant Clinic Excel spreadsheet to generate 128 unique emails, significantly increasing efficiency and accuracy
- Enhanced OneDrive organization by actively monitoring and uploading professor documents to their designated folders, ensuring accessibility and security
- Streamlined the honorarium payment process by developing and implementing a JavaScript solution that generates a populated ETF form in Google Docs upon Google Form submission

Warehouse Merchandiser and Purchase Facilitator   **2017 - 2018**
Pacific Candy Distribution Wholesale   Mississauga, ON

- Collaborated with staff and warehouse lead to optimize purchasing processes through efficient scanning and packaging, improving the overall workflow efficiency
- Proactively engaged with customers by regularly recommending products in an accurate, clear, and friendly manner, fostering positive client interactions

PROJECTS

Research Commons – Grant Clinic Application | Flask, Python, HTML, CSS, JavaScript
Website Link: https://vivek02rana.pythonanywhere.com/

- Streamlined the email process by implementing a dynamic web page for managing email templates, allowing users to seamlessly view email templates and modify them with input fields
- Automated peer review process by implementing a web page that reads a Word file and an Excel spreadsheet to generate over 100 personalized emails for each reviewer, significantly saving time

TECHNICAL SKILLS

Languages: Python, Java, HTML, CSS, JavaScript, TypeScript, SQL
Tools: Git, GitHub, MySQL, Visual Studio Code, IntelliJ IDEA, PyCharm
Frameworks: Flask, Angular